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NEXT REVIEW DATE: _____
AUTH: HR 70-2
DATE: 28 MAY 1980 REVIEWER: 003810

3 December 1956

MEMORANDUM FOR: Executive Assistant to the Deputy Director (Support)

SUBJECT : Activities of DD/S Liaison Officer

1. In order that you may know of the activity in which I have been engaged as DD/S Liaison Officer to the Building Planning Staff, the following studies in which I have been a participant are listed.

Auditorium and Theater Study
Barracks and Dormitories
Cluster Diagrams -- Juxtaposition of Offices
Conference Room Study
Cafeteria Discussion
Central Library
Central Mail Room
Central Reception Area (Uncleared)
Classroom Study
Elevators
Exhibits Area
IBM Area
Mail Handling
Parcel Check
Pistol Range Requirements
Printing and Reproduction
Priority Building Requirements
Pneumatic Tubes (Mechanical Paper Handling Devices)
Secure Areas, Restricted Areas and Vault Study
Space Studies
Relocation
Working Relationships
Intercommunication Requirements
Telephone Requirements

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2. Most of the studies have been completed. Others are continuing and will do so for some time. All require many hours of conferences.

3. In addition, many conferences are held with the Building Planning Staff, DD/S Office Heads, representatives of DD/S Offices, or what might be termed "my subcommittee", DD/P and DD/I Liaison Officers, and the Steering Committee.

4. Space Directives A, B, and C for the Building Planning Staff and architects have been completed. The finalization of these directives necessitated many meetings with all concerned before figures could be determined and specific conclusions made.

5. I have just completed the Pneumatic Tube Study and I am now working on Space Directive D which specifically allocates square footage to each individual in each office. I am also working on the juxtaposition of divisions and branches in each office.

6. "Extra curricular" activities have been:

Preparation of Reply to the I.G. Report
Preparation of Speech for DD/S
Handling Administration of the Killian Committee

7. The activities of my assignment as DD/S Liaison Officer are of the peak and valley type, but until the building is underway, I am sure the "peak" business will outweigh periods of inactivity.

8. You may care to show this to Colonel White and Mr. Lloyd so that they also may be appraised of my activities in a job which is a bit different from the normal staff work that is done in the Office of the DD/S.

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